

## **Announcing the Fundamentals Class of 2004**

### **Train-the-Trainer Program**

**Completed NPS nomination packages should be submitted to the Universal Competencies Training Manager to begin the interview process. Packages are due at the Stephen T. Mather Training Center, on or before**

**Friday, September 5, 2003.**

The NPS Fundamentals program staff is seeking new trainers and facilitators who have a desire to make a significant contribution to the future of the National Park Service. NPS Fundamentals is a five-part training program that encompasses a broad understanding of the mission and goals of the National Park Service. It is designed to create a workforce committed to achieving the NPS Mission. NPS Fundamentals program is available to all NPS employees, but is particularly designed for new employees (i.e., employees with less than one year permanent status). Additional information about the program, including access to the web-based training modules, is available at <http://www.nps.gov/training/uc/home.htm>

The Fundamentals Train-the-Trainer Program (TTT) is a 36-month nationwide program open to individuals from all career fields who have five years or more experience as a National Park Service employee. Employees with less than five years experience in the NPS, but who have substantial life experience or education that have prepared them to be part of this program, may apply and will be considered. Partners (e.g., employees of cooperating associations and Friends groups) are encouraged to apply. Participants will receive online training, residential training, and developmental work experiences, which will result in the attainment of skills to qualify as a classroom instructor for the NPS Fundamentals Program.

Qualified candidates will have demonstrated leadership ability, dedication to the NPS Mission and core values, and achievement in their career field(s). They will possess an above average ability to communicate both orally and in writing, and demonstrate a willingness to share their enthusiasm with other NPS employees. They must be highly motivated to become outstanding instructors of adult learners. This program is developed and presented in cooperation with the Eppley Institute for Parks and Public Lands, Indiana University. Continuing Education Units will be awarded for completion of the Train-the-Trainers program.

There are two tracks for qualifying to join the NPS Fundamentals training team. Employees with little or no experience in classroom instruction must complete all program requirements described below.

Experienced trainers who have successfully completed Train the Trainer programs either in the NPS or equivalent agencies, or who have extensive experience and/or education in teaching adult learners, are required to complete the NPS Fundamentals training program prior to instructing at the course. They will be excused from the other program elements described below, with the exception of the Developmental Work Assignment, which may be required.

Please submit a nomination package containing the items described in this announcement, including a resume of your qualifications and experience as a trainer.

The initial training phase includes completing the full NPS Fundamentals curriculum, and a one-week classroom facilitation skills course. Participants will continue to receive training through developmental work experiences and coaching based on classroom observations by the Fundamentals Staff. Once the initial training phase is completed, participants will teach at a minimum of two Fundamentals courses per year for three years.

**The NPS Fundamentals Program will pay all tuition, travel, and per diem costs associated with training for this program, and for subsequent teaching assignments.**

### **Program Information**

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### **Program Curriculum**

The TTT program begins where all new NPS employees begin, by enrolling in Fundamentals I online. Participants will receive a Fundamentals I - II Portfolio and CD and complete all assignments associated with Fundamentals I, including a two hour TEL course entitled "NPS Recreation and Preservation Programs. "

All participants will then attend Fundamentals II at the Horace M. Albright Training Center, October 20 - 31, 2003. Training will be conducted as a regular Fundamentals II for New Employees course, with break out teambuilding exercises. Participants will meet many of the current Fundamentals Training Team and have the opportunity to observe and learn from some of the best trainers in the NPS today.

Fundamentals III and IV are conducted online and must be completed prior to Fundamentals V. Students will complete the initial training process by attending Fundamentals V at the Stephen T. Mather Training Center at any course of their choosing, however, they must complete Fundamentals V prior to the Classroom Facilitation Skills course, scheduled for March 22 - 26, 2004 at the Stephen T. Mather Training Center.

### **Orientation Session**

Successful candidates will begin their training with a TEL Broadcast conference orientation session to establish a working relationship between other participants and program staff. This session will outline program requirements, policies, expectations, and opportunities. This broadcast is scheduled for Thursday, October 9, 2003.

### **Best Practices Seminar -- A Dialogue on Training**

The Best Practices Seminar -- A Dialogue on Training is a combination e-mail and teleconference training session where you will work in small teams with a Fundamentals Trainer. Your team may visit training web sites, view a video, or review a book and discuss your observations of current trends and best practices in providing dynamic training. Each team will deliver a presentation on their observations during the Classroom Facilitation Skills session.

### **Developmental Work Assignment**

The Developmental Work Assignment is a one-week session at the Horace M. Albright Training Center while a Fundamentals II course is in session. This will provide new Trainers with the behind the scenes experience of managing a classroom and their first actual classroom teaching experience in the Fundamentals Program. Trainers will receive immediate personalized feedback regarding their classroom presentation. Dates of attendance are negotiable but must be within 4 months of completion of the initial training phase.

An additional Developmental Work Assignment will be available to Trainers who demonstrate the aptitude for advanced classroom facilitation skills, preparing them to facilitate the advanced concepts presented at Fundamentals V.

### **Nomination Procedure**

To be considered for the NPS Fundamentals Class for 2004 Train-the-Trainer Program, Nomination Packages must be received by the Universal Competencies Training Manager on or before Friday, September 5, 2003.

**Send nomination packages to: NPS Fundamentals Train-the-Trainer Program, Debbie Cox, Stephen T. Mather Training Center, P.O. Box 77, Harpers Ferry, WV 25425.**

### **Nomination Packages include:**

- A resume regarding the nominee's relevant experience demonstrating achievement as, or potential to be successful as, an instructor/facilitator of adult learning including but not limited to: education, examples of public speaking experience, training experience, and ability to communicate orally and in writing.
- A statement written by the nominee describing his or her goals while participating in the NPS Fundamentals Train-the-Trainer Program.
- A statement written by the first-line supervisor assessing the nominee's ability to effectively communicate the NPS Mission to NPS employees and the supervisor's commitment to support the employee in this assignment.
- The name, title, agency mailing address, email address, and work telephone numbers for the nominee's first-line supervisor.

Individuals should be nominated based on both their potential as NPS Fundamentals Trainers and their motivation to fully participate in and complete all program requirements. The NPS Fundamentals Program makes every effort to provide barrier-free training. With advance notice, the NPS Fundamentals Program will work with the nominee to provide any necessary accommodations.

To complete the NPS Fundamentals Train-the-Trainer Program, participants will be absent from their duty station for four weeks within the initial seven-month training phase. Additional work time will be needed to complete the online activities and to meet other requirements that must be accomplished. Please carefully consider these time requirements when submitting a Nomination Package. Participants must finish all program components. No exceptions will be made.

### **Timeline and Training Schedule**

Nomination and application submissions due	September 5, 2003
Participants notified of selection	September 15, 2003
Program Orientation TEL Broadcast	October 9, 2003
Complete NPS Fundamentals I online	Prior to October 17, 2003

Attend Fundamentals II at Horace Albright Training Center, Grand Canyon, AZ	October 20 - 31, 2003
Complete Fundamentals III	Prior to January 16, 2004
Participate in Best Practices Seminar -- A Dialogue on Training	Scheduled by each small group leader
Complete Fundamentals IV	Prior to March 5, 2004
Attend Fundamentals V prior to the Classroom Facilitation Skills for Trainers course.	No later than March 19.
Attend Fundamentals V and Classroom Facilitation Skills for Trainers course.	March 22 - 26, 2004
Developmental Work Assignment, Albright Training Center, Grand Canyon, AZ	Scheduled individually-must be completed prior to September 2004
2 week training obligation (may be scheduled separately)	Scheduled individually during FY 2005
2 week training obligation (may be scheduled separately)	Scheduled individually during FY 2006

## Contact Information

NPS Fundamentals Staff  
Albright Training Center  
PO Box 477  
Grand Canyon, AZ, 86023  
Phone: (928) 638-7981

Or,  
NPS Fundamentals Staff  
Mather Training Center  
PO Box 77  
Harpers Ferry, WV 25425  
Phone: (304) 535-6215

Or,  
E-mail: [NPS Fundamentals](#)